Position Requirements Document Cover Sheet	Position Number: 12824

Classification: Information Technology Specialist, NH-2210-II
Local Title:
Employing Office Location: Orlando, Florida
Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)
        1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)
        2nd Div: Corporate Information Office
        3rd Div:
        4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: James H. McBrayer

Title: Chief Information Officer

Signature: /s/   **Date:** 16 April 03

Higher Supervisor or Manager:

Title:

Signature: **Date:**

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower

Title: Chief, Human Resource Management Division

Signature: /s/   **Date:** 4/17/03

FLSA:	Non-Exempt	**BUS Code:**	7777 **CL:** 206
Drug Test:	No	**Emergency Ess:**	
Key Position:		**OPM Functions Code:**	
Sensitivity:	NCS	**Status:**	Competitive
Reason for Submission:	Acq Demo Conversion	**Subject to IA:**	No
Previous PD Number:		**Mobilization:**	
Envir. Diff:		**Career Prg ID:**	
Acq Posn Category:	R	**CAPL Number:**	
Acq Career Level:	2	**Acq Posn Type:**	4
Acq Special Asgmt:		**Acq Prog Ind:**	
Career Spec – Primary:		**Career Spec – Sec:**	
Cont Job Site:		**Mobility:**	

Financial Disclosure: [ ] Public Financial   [ ] Confidential Financial
[ ] Supervisor   [ ] Manager   [X] Neither
Citation 1: USOPM PCS for Administrative Work in the Information Technology Group, GS-2200 May 2001
Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

Acquisition Workforce Demo Project
Position Requirements Document

I.   Organization information:

Position is located in the Corporate Information Office, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Information Technology Specialist (SYSANALYSIS), NH-2210-II

III. Duties:

The purpose of this position is to analyze customer requirements and manage the design, development, and implementation of computer systems with emphasis in areas of planning and project management to define business processes and customer requirements for information technology (IT) products.

1.   Serves as project manager for the analysis, evaluation, development and implementation of computer based systems used for managing PEO STRI's varied office automation requirements. Assists senior analyst in leading Integrated Process Teams. Responsibilities include planning, organizing, managing tasks and resources to accomplish implementation of IT capabilities with consideration to constraints such as time, schedule and performance. Achieves specific objectives within deadlines, tracks project requirements and generates project schedules which outline required resources. Monitors and evaluates contractor progress. Projects usually require innovative techniques in order to affect their solution. The major goal is to enhance and improve productivity in the office place.

2.   Serves as PEO STRI Telecommunications Officer (TCO) responsible for the development of a telephone system usage control program that is cost effective and provides reasonable assurance that the telephone system is used in the best interest of the government. Serves as the PEO STRI System Administrator for servicing over 1000 stations for the Private Automated Branch Exchange (PABX). Responsibilities include customer requirement analysis, determinations, using detailed knowledge of system capabilities, detection of system errors and data analysis/validation. Responsible for the procurement, distribution and billing of phone cards and cellular phones charges. Interacts with various telecommunication vendors and

Naval Air Warfare Center Training Systems Division (NAWCTSD) to meet the telecommunications requirements of PEO STRI.

3.   Participates in the planning of the annual IT budget to support technology research and program requirements. Updates the Management Information Systems (MIS) Board on Information Management Systems Projects, schedules, purchases and budget. Provides weekly status reports on projects to supervisor.

4. Responsible for PEO STRI's Procurement System in support of meeting customer requirements for IT products and services. Tracks and monitors IT procurement requests. Coordinates with appropriate financial and support service personnel to ensure timely delivery of requested IT products and services. Reviews the internal policies and procedures pertaining to IT procurements. Based on this review and analysis makes recommendations to streamline the process and create a more timely response to the customer.

5. Responsible for PEO STRI's record management requirements. Make recommendations as to how IT principles may be applied to meet Department of the Army (DA) or Department of Defense (DOD) record management regulations.

6. Keeps abreast of technology advances in the automation arena and makes recommendations pertaining to the new hardware and communications that will enhance PEO STRI's business operations. Maintains continued communication within PEO STRI's offices and outside activities such as other DoD commands and industry.

Performs other duties as assigned

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

IV. Factors:

Factor: 1. - Problem Solving   Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations   Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision   Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. – Communication   Level II.

Work is timely, efficient, and of acceptable quality.
Communications are clear, concise, and at appropriate level.
Flexibility, adaptability, and decisiveness are exercised
appropriately.

Communicates team or group tasking results, internally and
externally, at peer levels. Writes, or is a major contributor
to, management/technical reports or contractual documents.
Presents informational briefings.

Factor: 6. – Resource Management   Level II.

Work is timely, efficient, and of acceptable quality. Resources
are utilized effectively to accomplish mission. Flexibility,
adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project
goals. Optimizes resources to accomplish projects/programs
within established schedules. Effectively accomplishes
project/program goals within established resource guidelines.

Knowledge, Skills, And Abilities (KSAs) For Qualification Purposes.

Knowledge of design and development stages of software and
hardware advanced technology products

Knowledge of PEO STRI business processes and software
applications

Knowledge of contract principles suficient to accomplish work
using contracted IT resources

Skill in detecting system errors and validating and analyzing
data

Skill in use of commercial software packages and custom
information systems to record, track and report data

Ability to communicate orally and in writing

Ability to plan and organize work

Ability to provide guidance to customers

Knowledge of the organizational and functional responsibilities operations and IT and telecommunications equipment of the employing organization

Ability to execute projects and/or studies within established time constraints

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Ability to advise others